

Lumen Christi Institute Job Description

Title: Development Associate

Reports to: Director of Development

Start Date: July 1 (Flexible)

Status: Full-Time (Exempt), Benefits Eligible

The Lumen Christi Institute (LCI) seeks a Development Associate to join its growing team of young professionals and academics. The Institute's mission is to make the Catholic intellectual tradition a vital dialogue partner at the University of Chicago, the academy, and increasingly, at secular universities nationwide through partnerships with like-minded institutes.

The Lumen Christi Institute was founded at the University of Chicago in 1997, inspired by a common vision articulated by professors and academics at the University. The institute's innovative approach engages the university community in dialogue about the Catholic intellectual and spiritual tradition through high-quality programming that includes lectures, conferences, summer seminars, masterclasses, webinars, and non-credit courses — some of them ecumenical or interreligious — offered by top-notch academics from across the United States, Europe, and the world. The Institute's work has inspired the establishment of similar institutes across the country. LCI's programming also serves the wider Chicago community through in-person events and has grown a national and international audience through its online offerings.

Now in its 25th year, the Lumen Christi Institute is in a critical moment of renewal of its campus mission and national expansion through a \$3.65-million grant from the John Templeton Foundation. This grant has enabled the creation of the In Lumine Network, a consortium of institutes for Catholic Thought located at non-Catholic universities. The Development Associate will join a thriving team that has already secured commitments of \$10 million in the first year of a planned five-year, \$20 million campaign and will play a key role in the successful completion of this transformational initiative.

A growing organization with a national impact, the Lumen Christi Institute offers a stimulating work environment that prioritizes learning, fosters personal and professional development, and encourages innovation in promoting the Catholic intellectual life in service to the person, the university, and the church. More than an academic institution, the Lumen Christi Institute is a community of lifelong learners committed to advancing the Catholic intellectual tradition, integrating academic and spiritual life, forming leaders to bring Christian wisdom to our global society, and fostering friendships around the pursuit of truth.

Position Summary & Responsibilities

- Make qualification phone calls and schedule meetings with major gift prospects to grow our donor pipeline in accordance with performance targets.
- Manage a portfolio of promising mid-level donors and prospects through the cultivation, solicitation, and stewardship process .
- Administer the donor benefits of the Founder's Society (Lumen Christi's giving society), and ensure that donors are thanked and stewarded.

- In collaboration with other members of the development and programming teams, establish host committees/partnerships and assist with cultivation and cultural forum events.
- Make effective use of the prospect management database and other institutional resources to ensure appropriate management of donors, prospects, and program alumni.
- In partnership with the director of development and the director of foundation and donor relations, draft compelling fundraising proposals for solicitations of individuals and foundations.
- Build relationships with young professionals and alumni of the Institute
- Perform miscellaneous job-related duties as assigned.

Position Requirements

- A strong understanding and commitment to the Lumen Christi Institute's mission
- A bachelor's degree from an accredited institution of higher learning.
- Excellent written and verbal communication skills.
- Possess an ability and eagerness to connect with people, comfortable on the phone and in-person
- Have a very high level of personal and professional integrity and trustworthiness
- Work well independently as well as part of a team
- Adept at using MS Office and learning new technologies. Experience with Raiser's Edge or another CRM software is a plus.

Compensation

- Base salary range is \$50,000-\$60,000, contingent on experience, with benefits, including medical, dental, vision, and short and long-term disability insurance, and a 403b plan. In addition, the Development Associate will be eligible for a bonus based on team and individual performance.

Application Procedure

Please email a cover letter and resume, with "Development Associate" in the subject line, to jobs@lumenchristi.org